

ODP 2055-77

18 OCT 1977

MEMORANDUM FOR: Chief, Management and Assessment Staff, DDA  
FROM : Clifford D. May, Jr.  
Director of Data Processing  
SUBJECT : Reducing Daily Operating Costs  
REFERENCE : Memo to Deputy Directors and Heads of  
Independent Offices from ADDA, dtd 14 September  
1977, Same Subject (DDA 77-5079)


STATINTL

Attached is our report on Reducing Daily Operating  
Costs for fiscal year 1977.

  
Clifford D. May, Jr.

Att

Distribution:  
Orig & 1 - Addressee  
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2 - O/D/ODP

O/D/ODP  /mlc/13October1977

STATINTL

OFFICE OF DATA PROCESSING  
Fighting Inflation and Reducing Daily Operating Costs  
Report for FY 1977

<u>Description of Activity</u>	<u>Group I</u> Savings to Date In FY 1977	<u>Group II</u> Projected Annual Savings Beyond FY 1977	<u>Group III</u> One Time Savings For FY 1977 Only
<u>Change of Storage Media</u> <u>from Tape to Disk</u>			
Changing from tape to disk for the Human Resource System (HRS) reduced elapsed processing time by 91 hours (62%) per year, giving an annual savings of \$864.	\$864	\$864	
Changing from tape to disk for Payroll processing has reduced the tape setups by 96%, reduced overtime by 104 hours per year, and provided other processing efficiencies giving an annual savings of \$2,490.	\$2,490	\$2,490	
Conversion of punch card applications to other processing media permitted the release of the following rental equipment:			
4 EAM machines	\$1,376	\$5,502	
14 keypunch machines	\$5,134	\$28,560	
Eliminated purchase of data processing cards.	\$850	\$1,920	
Eliminated need for card storage cabinets.			\$3,325

OFFICE OF DATA PROCESSING  
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<u>Description of Activity</u>	<u>Group I Savings to Date In FY 1977</u>	<u>Group II Projected Annual Savings Beyond FY 1977</u>	<u>Group III One Time Savings For FY 1977 Only</u>
<u>Improvement in Computer Processing for OTS</u>			
The TISIPS computer system was modified which effected an estimated 31% savings in data entry processing. This will yield an estimated annual savings of \$6,048.	\$6,048	\$6,048	
The THRUSH system was modified which effected an estimated 2% savings in computer elapsed processing time. This will yield an estimated annual savings of \$100.	\$50	\$100	
<u>Improvement in Computer Processing for OGCR</u>			
The configuration of World Data Bank II data sets was modified which effected an estimated 85% reduction in computer elapsed processing time. This will yield an estimated annual savings of \$38,976.	\$38,976	\$38,976	

OFFICE OF DATA PROCESSING  
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<u>Description of Activity</u>	<u>Group I</u> <u>Savings to Date</u> <u>In FY 1977</u>	<u>Group II</u> <u>Projected Annual</u> <u>Savings Beyond</u> <u>FY 1977</u>	<u>Group III</u> <u>One Time Savings</u> <u>For FY 1977 Only</u>
The DATMAP I system was modified which effected a reduction of four days per month for data entry processing. This will yield an estimated annual savings of \$1,632.	\$816	\$1,632	
<u>Computer Applications</u>			
A combination of retrieval and information systems for OER, OGCR, OC, OTS, NPIC and OWI were discontinued.	\$53,943	\$75,886	
<u>Improvement in Extract Time for Data for Office of Personnel</u>			
The GIMS extract from PERSIGN I was modified to do separate extracts on files rather than linking multiple files together. The smaller, faster extracts are more reliable and provide a monthly savings (since July 1977) of \$1,500.00 and an annual savings thereafter of \$18,000.00.	\$4,500	\$18,000	
<u>Improved Update Program for OMS</u>			
The clinical update program was modified for more efficient processing. This 80% reduction in CPU time will save approximately \$900 per year.	\$600	\$900	

OFFICE OF DATA PROCESSING  
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Description of Activity	Group I Savings to Date In FY 1977	Group II Projected Annual Savings Beyond FY 1977	Group III One Time Savings For FY 1977 Only
<u>Improved Documentation Procedure For Generalized Information Management System (GIMS) Files</u>			
A new computer program was developed which eliminates a significant amount of the clerical and analytical effort required to document GIMS files. Savings are accrued from reduced clerical effort, improved communication and increased programmer/analyst productivity.	\$3,300	\$5,000	
<u>Reduction in Disk Space Requirements for CENBAD Disk Test Data Base</u>			
Reduction in disk space requirements for Central Badge test data base allowed the release of 1 1/2 disk packs that had been allocated to CENBAD.	\$500	\$500	
<u>Modification of General Accounting System (GAS) Program</u>			
Modification to the Job Control Language for GAS computer programs reduced elapsed time for the preparation of month-end General Ledger reporting by 50%.	\$4,320	\$9,720	

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<u>Discontinued Computer Applications</u>			
A combination of eight retrieval and information systems for OER, OF, OGCR, OC and OWI were discontinued.	\$43,887	\$65,830	
Totals	\$167,654	\$261,928	\$3,325

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Approved For Release 2002/01/08 : CIA-RDP83T00673R000600070013-8

# ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Reducing Daily Operating Costs

FROM:

Acting Deputy Director for  
Administration

EXTENSION

NO.

DDA 77-5079

STATOTHR

DATE

TO: (Officer designation, room number, and building)

DATE

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Director of Data  
Processing

Please forward your copy of  
the report to M&AS/DDA no  
later than 31 Oct 77.

2.

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20 Sept GD

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A/C/MS- 10/31

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1905/77

DDA 77-5079

14 SEP 1977

MEMORANDUM FOR: Deputy Director for Intelligence  
Deputy Director for Operations  
Deputy Director for Science & Technology  
General Counsel  
Legislative Counsel  
Inspector General  
Comptroller  
Director, Equal Employment Opportunity  
Administrative Officer, DCI

FROM: Michael J. Malanick  
Acting Deputy Director for Administration

SUBJECT: Reducing Daily Operating Costs

REFERENCE: Memo dated 19 November 1976 to Deputy  
Directors and Heads of Independent Offices  
from DDA, Same Subject (DDA 76-5788)

The semiannual report on the Agency program for fighting inflation and reducing daily operating costs is scheduled for submission to the Director in November 1977. This report, covering the last 6 months of FY 1977 -- 1 April through 30 September 1977 -- should be submitted in accordance with instructions in the referent memorandum. Please forward your report to the Management and Assessment Staff, DDA, no later than 31 October 1977.

STATINTL

  
Michael J. Malanick

Attachment:  
Reference



19 NOV 1976

MEMORANDUM FOR: Deputy Director for Intelligence  
Deputy Director for Operations  
Deputy Director for Science & Technology  
General Counsel  
Legislative Counsel  
Inspector General  
Comptroller  
Director, Equal Employment Opportunity  
Administrative Officer, DCI

FROM : John F. Blake  
Deputy Director for Administration

SUBJECT : Reducing Daily Operating Costs

REFERENCE : Memo dated 28 February 1975 to Deputy  
Directors and Heads of Independent  
Offices from DCI, Subject: Fighting  
Inflation and Reducing Daily Operating  
Costs

1. It is the desire of the Director of Central Intelligence to continue with the program initiated in the referent. The first semi-annual reporting period for Fiscal Year 1977 ends 31 March 1977. The consolidated report is due in the Director's office in May. Your report should be received by Management and Assessment Staff, DDA by 15 April 1977.

2. Measures taken to effect a reduction in operating costs or to combat inflation should be described and the actual dollar savings quantified in the following categories:

Group I : Savings to date for the current fiscal year.

Group II : Annual savings projected in future fiscal years.

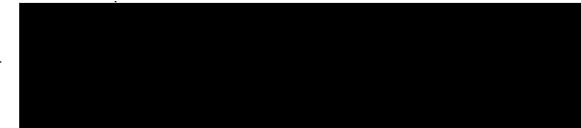
Group III: One-time savings for the current or future fiscal years (This group should not include savings reported in Groups I or II.)

SUBJECT: Reduced Daily Chrono  
Approved For Release 2002/01/08 : CIA-RDP83T00573R000600070013-8

3. The attached page, extracted from a previous reporting, is suggested as a convenient format for presenting the requested information.

4. Savings reported should be those growing out of measures which were instituted during Fiscal Year 1977. Savings reported in the Fiscal Year 1976 report should be excluded, unless they are a recurrence of a Group III item or result from an activity which impacts on previously reported savings.

STATINTL

  
John F. Blake


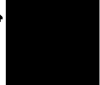
Attachment:

Extract from Previous Report As Stated

Distribution:

- 1 - Each Addressee w/att.
- 1 - NJM CHRONO w/att.
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- ~~2~~ - DDA/EAS w/att.

STATINTL  
STATOTHR

DDA/EAS:  sh/  (19 November 1976)

OFFICE OF DATA PROCESSING  
Fighting Inflation and Reducing Daily Operating Costs  
Report for FY 1976

Description of Activity :	Group I Savings to Date In FY 1976	Group II Projected Annual Savings Beyond FY 1976	Group III One Time Savings for FY 1976 On
<u>Consolidation of Production</u> <u>Division Software</u>			
Consolidating computer utility programs and subroutines to one disk file will save 120 man hours this fiscal year and 240 man hours in future years.	2,000	4,000	
<u>Improved Report Program for OMS</u>			
A computer report program was modified for more efficient processing and it is estimated that this will save \$5,000 per year.	-	5,000	
<u>Implementation of Program Library</u> <u>Software</u>			
A software package for maintaining a library of computer programs will reduce magnetic disk and tape storage requirements and require less manpower.	1,000	5,000	

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DDA 77-5079

14 SEP 1977

MEMORANDUM FOR: Deputy Director for Intelligence  
Deputy Director for Operations  
Deputy Director for Science & Technology  
General Counsel  
Legislative Counsel  
Inspector General  
Comptroller  
Director, Equal Employment Opportunity  
Administrative Officer, DCI

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DDA 76-5788  
19 NOV 76

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STATINTL

STATOTHR DDA/MAS:  sh/  (19 November 1976)

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